

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>NI-060-09-35</i>	
To national archives & records administration 8601 adelphi road college park, md 20740-6001			Date received <i>9/11/09</i>	
1 FROM (Agency or establishment) Department of Justice			NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION U S Trustee Program (USTP)				
3 MINOR SUBDIVISION Executive Office of U S Trustees				
4 NAME OF PERSON WITH WHOM TO CONFER <i>Michael F Leamon</i>		5 TELEPHONE NUMBER 202-616-1023	DATE <i>9/10/10</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,				
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested				
DATE <i>8/31/2009</i>		SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Director, Office of Records Management Policy
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	Criminal Enforcement Tracking System (CETS) The Criminal Enforcement Tracking System (CETS) facilitates the accurate and real-time tracking of criminal enforcement efforts within the United States Trustee Program (USTP) such as preliminary investigations by Program staff, referrals to DOJ investigative components (e g , United States Attorneys Office and the Federal Bureau of Investigation) or other law enforcement agencies (Social Security Administration, Internal Revenue Service, Housing and Urban Development, Postal Inspector,), final disposition and any assists with investigative efforts by other Department of Justice (DOJ) components or outside agencies <p style="text-align: center;">SEE ATTACHED</p>			

**Department of Justice, Executive Office of U.S. Trustees:
Criminal Enforcement Tracking System (CETS)**

1 Inputs

CETS receives basic case data from the USTP Automated Case Management System (ACMS), however, the majority of the information is manually entered by USTP staff

Disposition TEMPORARY, maintain with corresponding case file

Filing Instruction

2 Master File

CETS stores basic bankruptcy case information, such as case number, debtor name and chapter, where applicable, as well as the subject name(s), name of who initially contacted the USTP (if a non-USTP employee), name of referring USTP employee, and name of contact person at recipient agency CETS allows a user to initiate a file on a preliminary allegation or assistance with an investigation, enter basic information concerning the allegation or assistance, enter actions and events such as referral, assignment of case number, indictment, disposition, and sentencing; and record comments

Disposition TEMPORARY, cut off when case is closed Destroy/delete 20 years after cutoff

3 Outputs

CETS data is output to a Business Object Report Universe for overall reporting on USTP data

Disposition TEMPORARY, destroy/delete when no longer needed for business purposes

GRS 20, items 4, 5, 6

4 System Documentation

Disposition TEMPORARY, destroy/delete when superseded or obsolete

GRS 20, item 11